

GENERAL, ADMINISTRATIVE, AND MISCELLANEOUS1-17-B. International (Foreign and Invitational-Foreign) Travel

International travel is official business to, from, and within areas outside the 50 states; the District of Columbia; the Commonwealths of Puerto Rico and the Northern Mariana Islands; and territories of the United States.

1. **AUTHORITY.**

To approve international travel for the EPA employees, excluding employees of the EPA's Office of Inspector General, and individuals receiving invitational travel orders as authorized by the Federal Travel Regulation, published by the General Services Administration at 41 Code of Federal Regulations, Chapters 300 through 304. These regulations implement statutory requirements and Executive branch policies for federal civilian employees and others authorized to travel or relocate at federal government expense. This authority includes the following actions:

- a. To approve international travel plan authorizing the business need for travel, specific contribution of employees and employees' travel arrangements.
- b. To approve travel authorizations for international travel, official change of station and the use of Move Management Contractors.
- c. To approve other than coach-class, *business-class*, accommodations for their respective employees under the criteria provided in the Federal Travel Regulation and Agency travel policy.
- d. To approve emergency travel due to illness, injury or a personal emergency.
- e. To approve annual leave in conjunction with official international travel if the federal government incurs no additional costs.
- f. To approve actual subsistence for per diem areas outside the continental United States (the 48 States and the District of Columbia) when unusual or unforeseen circumstances result in travel expenses not adequately covered under the worldwide lodgings-plus per diem rates.
- g. To approve use of noncontract air carriers when justified under the conditions provided in the Federal Travel Regulation and Agency travel policy.
- h. To approve actual subsistence, transportation expenses and extensions of temporary living accommodations for threatened law enforcement employees and their families.
- i. To approve use of Foreign-Flag Carriers.
- j. To approve travel vouchers for international travel.

2. **TO WHOM DELEGATED.**

- a. The authority at 1.a. is redelegated to the deputy regional administrator.
- b. The authority at 1.b. is redelegated to the senior resource official.

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- c. The authority at 1.c. is redelegated to the SRO.
- d. The authorities at 1.d., 1.e., 1.f., 1.g., 1.h., and 1.i. are redelegated to the SRO.
- e. The authority at 1.j. is redelegated to the division directors, or equivalent.

3. LIMITATIONS.

- a. The assistant administrator for the Office of International and Tribal Affairs, or designee, must approve all international travel, excluding travel of employees in the Office of Inspector General, in advance. Approval requires the submission of an international trip plan, programmatic need, security situation and receipt of clearance from the Department of State.
- b. Notwithstanding the limitation set forth in 3(a), above, the assistant administrator for the Office of International and Tribal Affairs, or designee, will act as agent for the Office of Inspector General to process country clearance requirements for the Office of Inspector General's employees who have been approved for travel.
- c. Annual leave in conjunction with official international travel requires detailed information on the Office of International and Tribal Affairs' international trip plan with approval from the appropriate authorizing official listed under paragraph 2.d.
- d. International travel authorizations require approval after the appropriate official, listed under paragraph 2.a. approves the international trip plan.
- e. The SRO may use other than coach-class, *business-class*, accommodations, only with approval from the Chief Financial Officer, Deputy Chief Financial Officer or designee under the criteria provided in the Federal Travel Regulation and Agency travel policy.
- f. *As a matter of Agency policy, employees (officials and staff) must not authorize or approve their own travel.* Program offices and regions must designate officials to authorize or approve travel. Additionally, alternate designated individuals must authorize or approve travel for travel authorizing officials. In the event that someone other than the designated approves travel, the responsible office for employees must inform the Chief Financial Officer within five business days and must provide adequate justification why the designated official did not approve the travel documents.

4. REDELEGATION AUTHORITY. Redelegation requires written documentation maintained in the delegation file in the appropriate office or region in accordance with the EPA records management schedules. An official who redelegates an authority retains the right to exercise or withdraw the authority. Redelegated authority may be exercised by any official in the chain of command down to the official to whom it has been specifically redelegated.

- a. The authority at 1.a. may not be redelegated further.

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- b. The authority at 1.b. may be redelegated to the division directors, or equivalent, and may not be redelegated further. The SRO must provide a certification to Cincinnati Finance Center of the redelegation annually (no later than October 1). Additionally, the SRO is responsible for withdrawing a redelegation as needed and providing notification to the Cincinnati Finance Center and the Office of International and Tribal Affairs of any changes within 30 business days.
- c. The authority at 1.c. may not be redelegated further.
- d. The authorities at 1.d., 1.e., 1.f., 1.g., 1.h., and 1.i. may not be redelegated further.
- e. The authority at 1.j. may not be redelegated further.

5. ADDITIONAL REFERENCES.

- a. Additional information is available in the EPA Resource Management Directive System 2550B, Official Travel.
- b. Federal Travel Regulation System, 41 C.F.R. chapters 300 – 304.
- c. Appendix A, Executive Approval Framework, of the national delegation 1-17 B, which sets forth approving officials, backups and second backups for senior management officials in the region.



Gregory Sopkin
Regional Administrator

Date